

**DEPARTMENT OF THE TREASURY  
FEDERAL LAW ENFORCEMENT TRAINING CENTER  
GLYNCO, GEORGIA 31524**

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FLETC DIRECTIVE (FD)

NUMBER: 00-05

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Subject:

DATE: 04/06/95

Sunset Review: 04/06/98

DIRECTIVES SYSTEM FOR THE FEDERAL LAW  
ENFORCEMENT TRAINING CENTER (FLETC)

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1. PURPOSE. This directive establishes the policy, major responsibility assignments, and framework for the development and maintenance of a directives system for the FLETC to ensure compliance with Executive Order (EO) 12861, Elimination of One-Half of Executive Branch Internal Regulations, dated September 11, 1993. It also assigns the responsibility for ensuring that implementing/procedural guidance is provided as necessary and appropriate.

2. SCOPE. The provisions of this directive apply to all FLETC personnel involved in the development and issuance of orders, directives, and subject manuals.

3. CANCELLATIONS.

a. FD 00-05, Directives System - FLETC, dated September 1, 1991, is superseded.

b. FD 00-01, Subject Classification System for FLETC Directives, dated September 9, 1991, is canceled.

4. BACKGROUND. EO 12861 requires the reduction of internal regulations by 50 percent before September 11, 1996. To comply with this reduction while continuing to meet external regulations and provide satisfactory customer service, the FLETC redesigned its directives system to include only orders, directives, and subject manuals.

5. POLICIES.

a. Within the FLETC Directives System, the FLETC shall publish key administrative and management policies and major responsibility assignments.

b. Procedural guidance will not be reflected in directives but, as needed, may be provided in subject manuals, handbooks, guides, standard operating procedures, pamphlets, etc. These supplemental documents may, as necessary, be referenced to reflect the relationship to published policy and/or the performance of responsibilities.

c. When appropriate, the directive will contain a paragraph stating that procedures for complying with the dictates/responsibilities of the directive are binding on all affected personnel regardless of the method used to communicate the procedural guidance.

6. FLETC DIRECTIVES SYSTEM. The system shall be comprised of FLETC Orders, Directives, and Subject Manuals.

a. An Order is a document signed by the Director which (1) establishes the FLETC Order of Succession or (2) redelegates the Director's authority to other FLETC officials concerning specific spending authorities or legal actions. Orders will reflect a 3-year sunset review date to determine the need for reissuance, revision, or cancellation.

b. A Directive is a document signed by the Director which promulgates a FLETC statement of policy on program management or administrative matters and, as appropriate, the assignment of major responsibilities. The contents of a directive apply at all FLETC locations unless otherwise stated. Directives reflect requirements which impact on staff, students, participating organizations, contractors, and/or visitors to ensure compliance with external mandates/regulations and/or necessary internal regulations. Each directive will reflect an Office of Primary Interest (OPI) and a 3-year sunset review date to determine the need for reissuance, revision, or cancellation.

c. A Subject Manual, which must be sanctioned by a FLETC directive, promulgates detailed guidance for performing a single activity common to most offices that must be performed in an exact manner; e.g., Files Manual, Records Management Manual, etc. Manuals must be approved at the Director (e.g., Emergency Disaster Manual), Deputy Director, or Office Director level as appropriate, depending on the subject matter, compliance required, and similar concerns. They provide requirements for accomplishing all tasks/activities relative to the subject; do NOT establish or change policy; require consultation with the Directives Manager for compliance and conflict determination prior to coordination; and require coordination, when necessary, with an appropriate sampling of primary users and customers to confirm that the process is understandable and workable. Manuals will reflect a 5-year sunset review date to determine the need for reissuance, revision, or cancellation.

## 7. RESPONSIBILITIES.

a. The Office of Administration is responsible for the design and implementation of the FLETC Directives System and shall determine standards and procedures for the preparation, coordination, numbering, publication, and dissemination of documents within the FLETC Directives System.

b. Offices, Divisions, and Branches serve as the OPI for various directives and subject manuals for their functional/specialty areas. They are responsible for the following:

(1) developing new and updating existing directives; consulting with the Management Analysis Division (MAD) for compliance and conflict determinations prior to coordinating draft documents; coordination if the draft is a new directive or if there is any change to policy, responsibility, or reporting requirements; resolving comments/conflicts received in response to coordination efforts; and conducting sunset reviews as required; and

(2) developing and disseminating to appropriate customers/users any procedural guidance which may be essential.

c. Directives Manager. The Chief, MAD, serves as the Directives Manager for the FLETC and is responsible for the overall administration of the directives system. This includes disseminating instructions on the directives process; developing, coordinating, and publishing all FLETC orders; assisting the individual offices in determining the most appropriate method for communicating information; reviewing drafts of all proposed or revised directives and subject manuals to ensure conformity with the requirements of this directive and all applicable external regulations; issuing quarterly numerical and subject indices of published orders, directives, and manuals; and maintaining the historical library of all FLETC Directives System publications.

8. OFFICE OF PRIMARY INTEREST. Management Analysis Division, Office of Administration.

Charles F. Rinkevich  
Director